

Regional Training Center Eau Claire

800 Wisconsin Street
Building D2, Suite 201
Eau Claire, WI 54701

Description of Rooms and Equipment:

There are two training rooms located at this center on the second floor of the building. The large room is the computer training room and contains 20 trainee computers and an instructor computer. The smaller room is a non-computer training room and has a capacity of 40-45 people depending on the set up. Both training rooms have pull down screens. There is also a conference room that is available for training or meetings with a capacity of 20 for training and 30 for a meeting. Holly Jackson schedules the conference room and she should be contacted concerning its use. Food, coffee and drinks are allowed in the training/meeting rooms.

Equipment: Each room has the following:

- | | |
|--------------------------|---------------------|
| • overhead projectors | • white board |
| • flip chart easel/paper | • extension cord |
| • 19 inch TV/VCR | • LCD projector (in |
| (non-computer room- | computer training |
| can be moved) | room) |

Usage Procedures:

Entrance to the training center is gained by a keypad. The combination is available from Silas Johnson or either of the resident trainers. This is for trainer/meeting coordinator use only. Please keep this combination confidential. Ensure that both doors are locked when you leave.

Contact Persons:

One trainer has an office in the same suite as the Regional Training Center:
Holly Jackson 715-836-1028

Emergency Phone Numbers to give out to trainees/attendees:

Large computer training room:715-831-5814

Non-computer training room:715-831-5815

Note: Phones are only staffed when training is being conducted in the room.

FAX:715-836-7627

Other Information:

1. There is an "official use only" phone that can be used by trainers/trainees located on the white-colored desk in the office area. You need to dial 9 first for local and long distance calls. A fax machine is also available. A pay phone is located in the entryway of the building and should be used for personal calls.
2. There is a copying machine that can be used for single-sided copies if required.
3. Restrooms are located out either training center door and down the hall to the right.
4. A 36-cup coffee pot is available to make coffee (3 cups of water for each scoop of coffee). The charge is 25 cents a cup. You can make hot water in the small pot for hot chocolate (also 25 cents a cup). Supplies are located on top of the counter to the left and under the counter. Remember to unplug the coffee pots and clean out the coffee grounds. Non-disposable coffee cups that should also be cleaned (dish soap is below the sink).
5. A refrigerator and microwave oven are available for use in the training center. There is some canned soda in the refrigerator for 50 cents a can.
6. There is a restaurant in the building, the Sherwood Inn Express, which offers soup, salad and sandwich buffets as well as small made to order items.
7. There are recycling containers for aluminum, plastic and glass located in the kitchen area.
8. There is no cleaning contract for the training center. Please pick up after yourselves.

Eau Claire

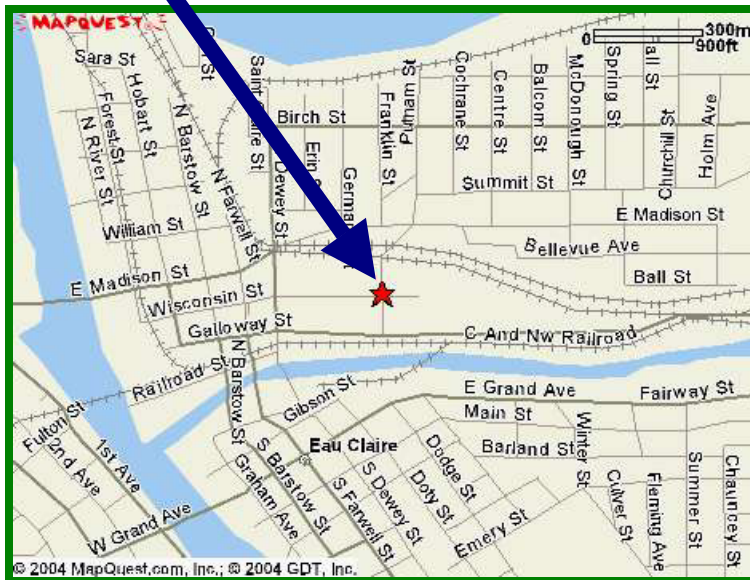


Regional Training Center – Eau Claire
800 Wisconsin Street, Bldg D2, Ste 201
Eau Claire WI 54703
Phone: (715) 836-1028



**Regional
Training
Center**

City of Eau Claire



From the South or South East:

Use I-94 west to the Hwy. 53 north exit #70. Travel north on Hwy. 53 approximately 4 miles and take the Main Street. exit. Stay on Main for about 10 blocks to Farwell Street. Turn right onto Farwell and go about 4 blocks to Wisconsin Street. Turn right onto Wisconsin and go a few blocks until you travel under the Banbury Place skyway sign. There will be a large parking lot on your left. The training center is across the street on your right on the 2nd floor of the D2 Building in Suite 201.

From the North or East:

Use Hwy. 53 south to the Birch St. exit. Turn right at the top of the exit. Travel west on Birch St. 12 blocks and turn left on Putnam St. Travel south on Putnam St. down the hill, across the railroad tracks and take a left on Wisconsin St.; pass under the Banbury Place skyway sign and park in the lot to your left. The training center is across the street to your right on the 2nd floor of the D2 building in suite 201.

From the West:

Use I-94 east to the Hwy 12 / 124 east exit # 59. Travel east approximately 5 miles to Hwy. 53 south. Use Hwy. 53 south to the Birch St. exit. Turn right at the top of the exit. Travel west on Birch St. 12 blocks and turn left on Putnam St. Travel south on Putnam St. down the hill, across the railroad tracks and take a left on Wisconsin St.; pass under the Banbury Place skyway sign and park in the lot to your left. The training center is across the street to your right on the 2nd floor of the D2 building in suite